

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Screduling	Section.	·			
FOR AGENCY USE	1. Agency Address FOR RECORDS MANAGEME				
Application Date	Georgia Ports Authority	Application Number			
1/25/83	Administration Division, Port Police	* 78-234-A			
Application Number	POST UTTICE BOX 2400	Date Received Date Completed			
	Savannah, Georgia 31402	JAN 2 8 1983 FEB 9 1983			
2. Person to Contact William L. Kilroy,	Working Title Jr. Chief of Port Police	Telephone Number 964-3925			
		WASSET TO SECTION OF THE CONTROL OF			
3. Action Requested	Schedule; record will continue to accumulate.				
	accumulation; no further accumulation anticipated.				
	No. 78-234 Check One:	de; 🗆 Void			
4. Dates of Series	5. Records Series Title (followed by title used in office; if dis				
Earliest Latest		<u>.</u>			
1974 To Date	Activity Report Files				
6. Division and Office Function	what is the function of the Division and the Office in	which this record series is created?			
of all decal record going trucks), int testing of security personnel), physica all areas of the Pofire fighting train and maintains parki Guard, F. B. I., G. activities.	artment is responsible for vehicle security s, logging of non-registered vehicles, proceernal security (conducting record checks for procedures for integrity, investigation into 1 security (conducting rolling patrols and rt). Maintain fire prevention systems, concing for Port Police personnel. Enforces trang plan and maintains liaison with other age B.I., Customs including surveillance, investigation.	essing of incoming and out- r all new personnel, periodic to background for Port Police regular key patrols through duct fire prevention and affic ordinances, develops encies; example, Coast tigation and pilferage			
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):			
Documents relating to:	General dock security and Port facilities se	ecurity.			
Included are:	Dock Patrol Activity Report, Duty Lt. Activity Activity Report, Duty Cpl. Activity Report, Information, Key Patrol Activity Report, Pilist, Vessel Boarding Passes.	Door Reports, Ship			
	Livy resser bourding russes.				
	Alphabetically by Officers' name.				
l .	How often are records referred to which are:	10			
One to six months old twenty-five months and old	30 ; Seven to twelve months old; Thirteen t ler5 ;	o twenty-four months old;			
9. Annual Rate of Accumulat Letter-size drawers	ion of Records ; Shelves ; Shelves ;	Other (specify) 4 legal size boxes			

YES NO 10. Questionnair	e (Place an ")	(" in the proper c	olumn)	and the state of t			
a. Is this the of	ES NO 10. Questionnaire (Place an "X" in the proper column)						
X If not, where		-	The state of the s				
X b. Does the seri	es contain confid	lential informatio	n requiring security handling? If yes, cite law or regul	ation. 🦠 🧎			
and the second s	record?			The state of the s			
X d. Does this seri	ies have historica	l or long term rese	earch value?	-			
			necessary to keep the entire file for a long period, cou				
X documents by	e scheduled sepa	ratel <u>v?</u>		The state of the s			
			published? If yes attach copy.				
X g. is the inform			analyzed and/or recorded in a summarized report?				
h. Is there a dur			ce, or in another office or agency?	The state of the s			
X If yes, where							
X i Does the reco	or a major portion	on of it) regularly n a computer prin	microfilmed?				
11. Retention Requirements		•	res the series to be kept:				
	1						
a. State Law		years.	d. Audit period	years.			
b. Statute of limitation c. Federal law	*	years,	e. Administrative need	years.			
ar remoral 1944			f. Federal retention instructions	years.			
Attach copy or excerpt of	f laws or regulation	ons, Explain ādmi	nistrative need.	ar i			
Office refere				•			
was add to Same		ingress of A in its	we also contain a containing and agree of				
e de la companya de la	e di la le de la proprio de la compansión d	ar jakitatiri	Complete a great to the of the state of				
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12. Approved Disposition Ins	tructions Th	is agency recomm	nends that the file series be cut off at the end of each:	ing Marketine in			
and the second seco		Calendar Year; [Fiscal Year; DO Other Every 2 months	then,-			
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Transfer to local hold			then	tetales of the			
☐ Transfer to State Reco							
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☐ Transfer to State Arch	nives for permane	ent retention.					
Other (Specify)		` .					
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These instructions apply	to all prior and f	uture accumulatio	ons of the series.				
Agency Head/Designee (Sign	aturel	Date	Records Management Officer (Signature)	Date			
regardy fleday Designed 19/9/1			A special management officer (orginature)				
_ (S Stu	/	1-21-63	(and Mosely Work	1-26-83			
			State Records Committee (Signature)	1			
Recommendations in para-	<u> </u>	ې نومېنيد زېږوند الدخه پېښتانوو مختليد ۱۹۶۰ - په د	State necords Committee (Signature)	n			
graph 12 are approved.	State Aud	itor/Designee	$1 \setminus A = A \setminus A = A$	Date			
(If disapproved, attach letter	0.000			Date VQ/K3			
	100		The state of the s	$\frac{Date}{\sqrt{83}}$			
of explanation.)	100	State/Designee	Gaward Weedon	783 2/3/83			
	Secretary of	State/Designee	Gaward Weedin	7/8/83			
	Secretary of	State/Designee	Caward Weedin	7/8/83			



AR-50-71; Rev. 76

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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Ports Authority	Application Number			
9-13-78	Administration Division, Port Police Post Office Box 2406	78-234			
Application Number 24	Savannah, Georgia 31402	Date Received Date Completed OCT - 3 1978 OCT 2 3 1978			
2. Person to Contact	Working Title	Telephone Number			
William L. Kilroy, Jr					
3. Action Requested		en interes interes de servicio de la companya de l La companya de la co			
	Schedule, record will continue to accumulate.				
b. Dispose of present ac	commutation; no further accumulation anticipated.				
a. a rancia reprication	10. — Check One, of Change, of Substice	de; 🛛 Void Application # 102			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)			
1974 To Date	Activity Report Files	<u></u> :			
€. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?			
going trucks), inter testing of security personnel), physical all areas of the Porfire fighting traini and maintains parkin	, logging of non-registered vehicles, procedural security (conducting record checks for procedures for integrity, investigation int security (conducting rolling patrols and resource). Maintain fire prevention systems, conding for Port Police personnel. Enforces transplant and maintains liaison with other age ., Customs including surveillance, investig	all new personnel, periodic to background for Port Police regular key patrols through duct fire prevention and affic ordinances, develops encies; example, Coast			
7. Record Series Description	This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to:	General dock security and Port facilities security.				
included are:	Dock Patrol Activity Report, Duty Lt. Activity Report, Duty Sgt. Activity Report, Duty Cpl. Activity Report, Door Reports, Ship Information, Key Patrol Activity Report, Pilferage Cargo Check List, Vessel Boarding Passes.				
•					
T.					
File is arranged:	Alphabetically by officers' name.				
8. Monthly Reference Rate	How often are records referred to which are:				
One to six months old3	0 ; Seven to twelve months old 15 ; Thirteen to	o twenty-four months old;			
9. Annual Rate of Accumulation Letter-size drawers	r5? on of Records; Shelves;	Other (specify) 4 legal size boxes			
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(Over)

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X If not, where is	χ a. Is this the official copy of the series? If not, where is it?						
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
X c. Is this a vital record?							
d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these							
X documents be s	cheduled separately?						
X f. Is the informat	ion contained in this series	ever published?	If yes, attach copy,	and the same of th			
g. Is the informati	on contained in this series	ever analyzed an	d/or recorded in a summ	narized report?			
h. Is there a dupling X If yes, where?	cation of this series in your	office, or in and	ther office or agency?				
X i Is this series (a)	a maior portion of it) requ	larly microfilme	d?				
	i series result in a computer				·		
11. Retention Requirements	, The following r	equires the serie	s to be kept:				
a. State Law	years.		. Audit period		years.		
b. Statute of limitation			Administrative need	<u></u>	years.		
c. Federal law		, f.	Federal retention instr	uctions	years.		
Attach copy or excerpt of I	aws or regulations. Explain	administrative ne	eed.		•		
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12. Approved Disposition Instr	- ·	•	he file series be cut off a	· ·	•		
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☐ Hold in the current files	area month(s)	vea	r(s)·then	• •	•		
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These instructions apply to all prior and future accumulations of the series.							
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Agency Head/Designee (Signat	ture) Date	Records	Management Officer (S	ignature)	Date		
1 - 11		1	1 11	100	00000		
LA Stud	9/13/	>> Cars	e Shangsan		19-28-18		
Recommendations in para-			State Records Committee	e (Signature)	Date		
graph 12 are approved.	State Auditor/Designe	8 2	Short		10-20-78		
(If disapproved, attach letter of explanation.)	Secretary of State/Desig	nee Ca	rall Ha	N	10-13-78		
	Attorney General/Desig	nee	MASLON		10-20-78		
AR-50-71; Rev. 76		(Reverse Side)					